

EXPENSES CLAIM

Claim Number

85061

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone; postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	E	p
					45p	25p		
13/01/2015	0645	-	Coffee at Wesley's café				2.30	✓
		-	Taxi from final meeting to catch train (bus strike)	Taxi			10.00	✓
	-	2000	Food on train on return to home				5.45	✓
				sub-total	0	0	17.75	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**** Signed**

Date _____

total amount claimed

17.75

less cash advances received

amount claimed for payment

17.75

* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you

Name	Job Level	Payroll NO.	Department
Christopher Graham			

[illegible]

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	
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total amount claimed	-9.58
less cash advances received	
amount claimed for payment	-9.58

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.